

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Today's Date	15-May-07
County	Campbell
Contract Organization Name	Gillette Police Department
Your Name	Charlotte Holden Carr
Your Mailing Address	P.O. Box 518
City, State, Zip	Gillette, WY 82717
Your Work Phone Number	307.686.5234
Fax	307.686.0396
Your Work Email Address	charlotte@ci.gillette.wy.us

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	3/5/2007	Charlotte Holden Carr; 100% FTE; charlotte@ci.gillette.wy.us ; 307.686.5234
2	Supervise SPF staff/staff evaluation (note dates and any notes)				Supervision meetings are held as needed to assess progress of grant. Rod's gift is asking questions to help SPF staff see situations from different perspective.
3	Name, title, and phone number of the staff's supervisor				Rod Hauge, Lieutenant, 307.686.5341
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				Yes, complete criminal history compliance check on PF employee completed
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)				3/5/07: Prevention Framework Needs Assessment Training, Charlotte Holden Carr & Rod Hauge, \$120; 3/26-29/07: Substance Abuse Prevention Specialist Training, Charlotte Holden Carr, \$776.46; 5/2/07: Governor's Conference on Impaired Driving, Charlotte Holden Carr, \$25
6	Notify the Division of any board of directors/staffing changes			3/5/2007	Hired Charlotte Holden Carr as Project Coordinator
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC				
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	3/5/2007	Attended by Charlotte Holden Carr and Rod Hauge
2	Needs Assessment Instrument Received	Feb or March 2007	100%		Yes
3	Data Collection				All required data collection is completed; still collecting "other local data"
4	Data Analysis				Conclusions Subcommittee formed; Has met 3 times to date; Analyzing data and working to draw conclusions; Will draw up draft document to present to CAC for review on 6/7/07
5	Priorities Identified				Pending
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
	Revise Needs Assess/Submit Final				
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				Completing Needs Assessment; Conducted Town Hall meeting on 5/10/07
2	Community Advisory Council Meetings List dates & number of people who attended See below for membership report				1/25/07: 16 present; 4/5/07: 10 present; 5/10/07: Town Hall Meeting: 8 present
3	Budget and Funding Approved by CAC (attach minutes)				CAC has not approved budget
4	Community Resource Assessment note date and attach report				Pending
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for SAC/Community				Article in Gillette News-Record on 3/9/07 detailing grant; Advertisements in News-Record for Town Hall meeting on 5/2/07 and 5/6/07; Needs assessment reports presented at Town Hall meeting. News-Record reporter present at Town Hall meeting, waiting to see article, if any.
6					

					Town Hall meeting on 5-10-07; 20 persons in attendance; discussed alcohol-related problems, factors, social availability, community norms, & individual factors. // 21 Individual interviews were conducted with persons from the community; interviewees included individuals from social service, law enforcement, schools, judicial, and local policymakers; interviews included topics of availability, community norms, and cooperation of community entities. // Community entities have been supportive of contributing data for needs assessment including courts, city and county clerks, library and newspaper. // CAC members have contributed time to complete research for needs assessment.
7	Briefly describe how the community was involved in the SPF process during this reporting period				
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			
	Receive Strategic Planning Materials from SAD				
	Research Evidence Based Strategies				
	Match Strategies to Data/Needs				
	Write Strategic Plan				
	Submit Strategic Plan to SAD				
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/15/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/15/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WYSAC	30-Mar-07	100%	5/9/2007	Completed at WYSAC site visit.
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews			5/9/2007	WYSAC site visit
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)		100%	3/9/2007	3/9/07: Article introducing grant and Charlotte Holden Carr as Project Coordinator; 5/2/07: Ad for Town Hall meeting; 5/5/07: Ad for Town Hall meeting (copies previously submitted to SAD, if additional copies needed will supply).

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
1					
	Restricted activities (report any approval requested and received for these)				
2					
	fairs/brochures/educational materials				
	media				
	Please note any significant changes from the budget submitted in the application.				
3					
	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?			4/30/2007	Completed collecting required data for Needs Assessment workbook. Shared portions of data: At town hall meeting; with News-Record reporter - awaiting article; with presentation to One Stop Coalition (members include DFS, Workforce, Workers' Compensation). Will continue with community presentations including Rotary Club in June.
	What was the one greatest barrier this reporting period? What was done to address this barrier?				Community members were burned out with needs assessments, and, in some cases, refused to participate in another assessment. Project Coordinator met one on one with CAC and community members to educate them on the SPF process, speedy deadlines, and to reassure them that the needs assessment would be well used (as opposed to other assessments that have just sat on a shelf unused). CAC members have been wonderfully supportive -- participating in collecting and assessing data. Community entities have fully cooperated in providing data.
5					

